STEP BY STEP USER GUIDE FOR PHYSICIANS TO RENEW ONLINE

Go to www.breeze.ca.gov and click on the **Click Here to Access BreEZe Online Services** link.

If you <u>have not ever registered in the new BreEZe system</u>, click on **New Customers BreEZe Registration** link on the right column under Log On button. (If you have already registered on the BreEZe system, enter your User ID and Password and skip to page 7.)

Complete the required fields (marked with *) and enter the security letters, and click **Next** button.

Click **Save** on the Preview Registration screen.

After saving your user account, **check your email account** that you entered in your registration for the temporary password (**please also check spam or junk mail folders**) for an email message from no-reply-breeze-online@dca.ca.gov

Once email is received open it. Write down or print temporary password.
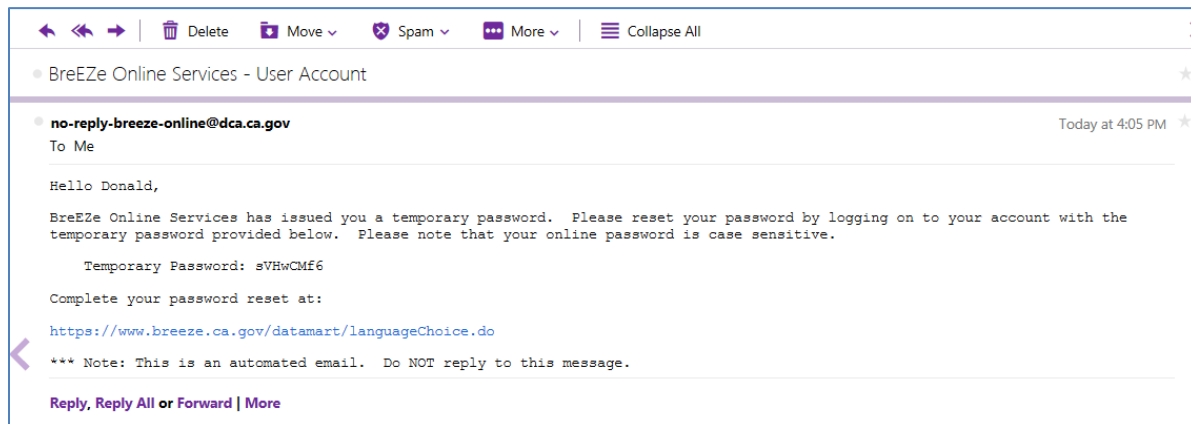
Then click on the https://www.breeze.ca.gov/datamart/languagechoice.do link within the email and enter the User ID you created and then enter the temporary password.
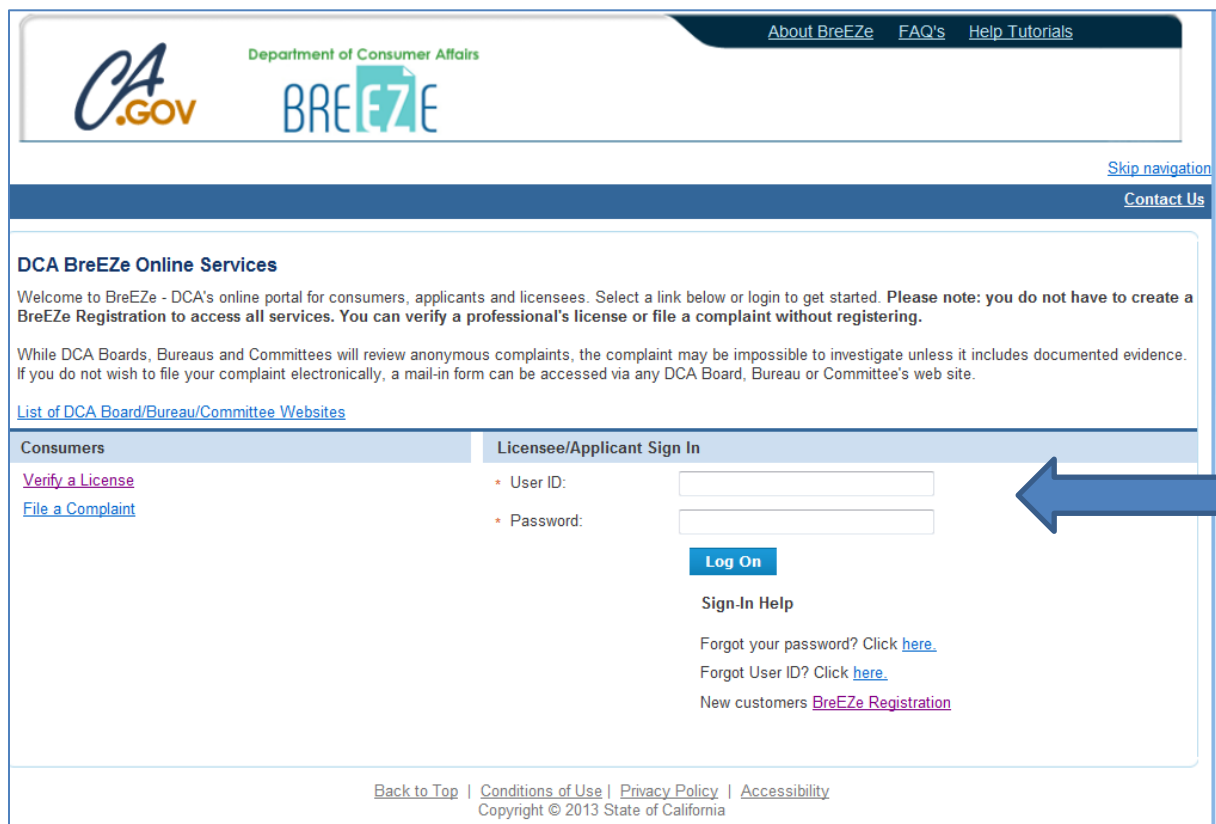
Enter **Temporary Password** again and then click on **New Password** and Enter a new password. Click on **Confirm Password** and reenter the **New Password** (minimum 4 characters-1uppercase, 1 lowercase, 1 special character (*,#, etc.) and one numeric) and click the **Save** button.

At the Add License to Registration Yes or No question, click on **Yes** button and then click on the **Next** button.

1. At the DCA Board/Bureau/Committee field, click on the **drop down arrow** and select "**Medical Board of California**"

2. At the License/Registration Type field, click on the **drop down arrow** and select "**Physician's and Surgeon's**"

3. Click the **Next** button.

Enter the personal info requested, the security characters and click the **Next** button.

Note: If you have trouble reading the security characters, click **Refresh** until you can read them, and then click the **Next** button.

At the Preview screen, click on **I Confirm this is my license** option and then click on the **Next** button.

After successfully linking your online registration to a license, and you receive the following message, **Click the No button**.

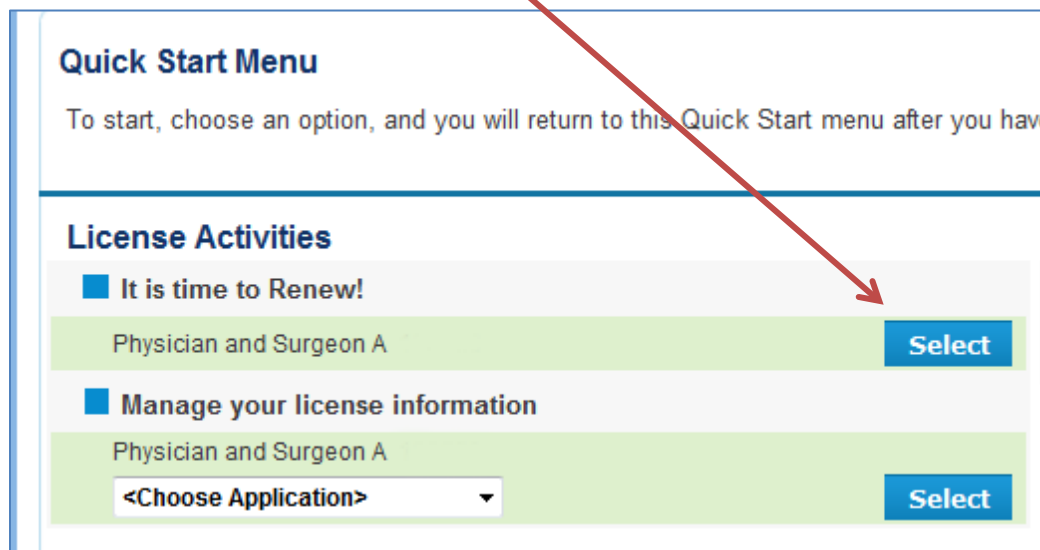*Note: If you cannot link your license to your Breeze USER ID, call the Medical Board's Help Desk @916-263-2205 M-F 7:00 – 5:00 PST.*

You should see the Quick Start menu screen.
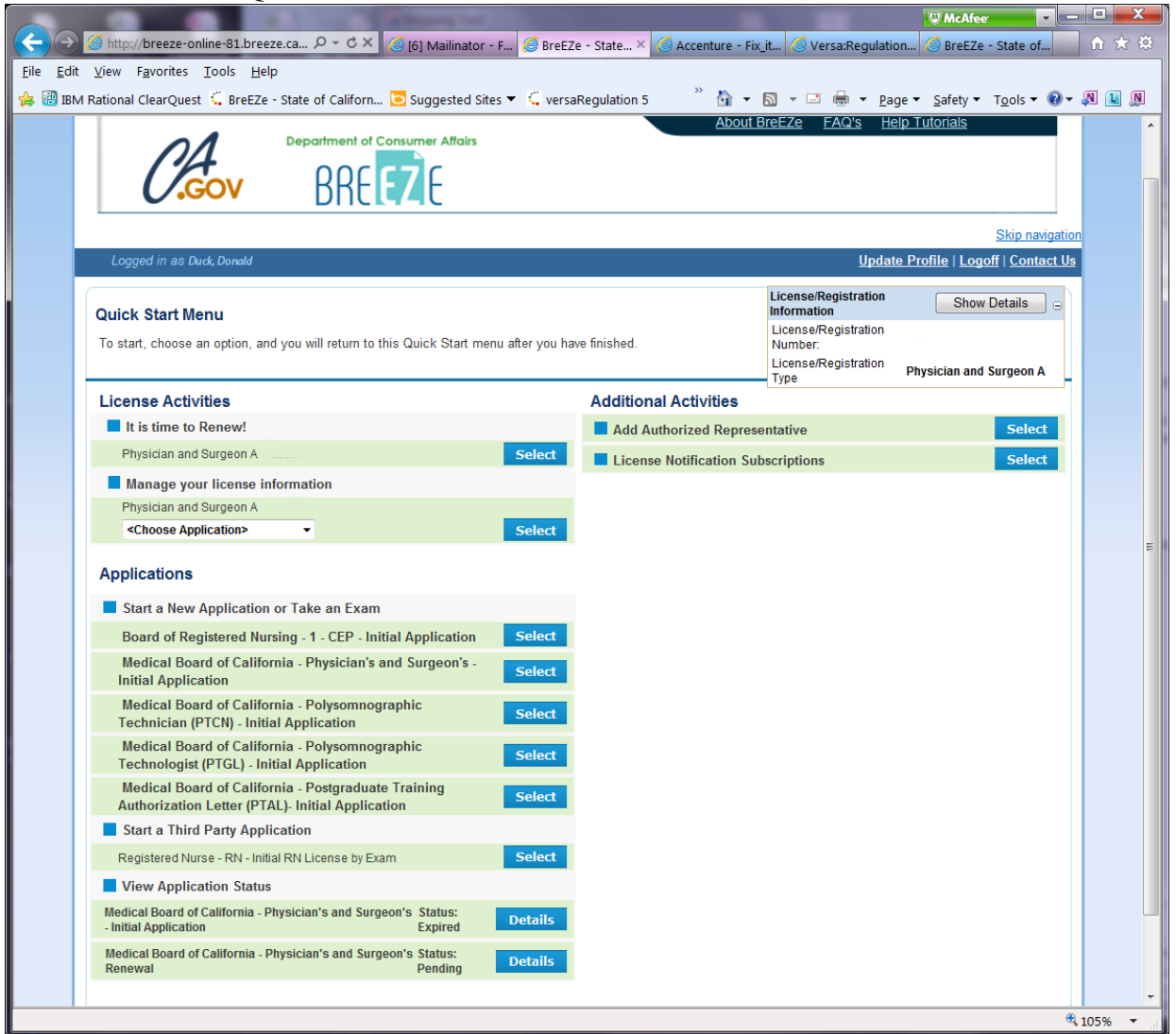
Under the License Activities
You should see **It is time to Renew!** Click on the blue **Select** box.

At the P & S Renewal Introduction, please read this information and then Click on the **Next** button.

Please read the information and then click on the **Agree** button to proceed.

Answer the Transaction Suitability Questions and click **NEXT** to proceed.

If you need to do an address change, STOP!
Please go to http://www.mbc.ca.gov/Forms/Licensees/07a-08.pdf. Please complete the address change form, sign it, and fax it to the number listed on the form. Please wait until the address change is completed to proceed with the online renewal. Once your address change is completed, please start back at page 1 and skip to page 7 and continue.

Verify information on screen is correct – Click **Next** button.

ADDRESS DETAIL SUMMARY SCREEN
Note: Licensees cannot update this information.
If you cannot proceed to the next screen call the Help Desk @916-263-2205 M-F 7:00 – 5:00 PST)

If the Next button is available click the **NEXT** button.

Complete Activities in Medicine questions and click the **Next** button.

On the Primary Area of Practice click **dropdown box** to select primary area of practice. Click on any secondary areas of practice and then click the **Next** button.

Select any Board Certifications (listed by the board) by clicking on the box and then scroll down to click the **Next** button.

Select Post Graduate Training completed after medical school, and Cultural Background and click the **Next** button.

Select Foreign Language Proficiency and answer the questions related to your Website Profile. Include your email and click the **Next** button.

Read the information regarding the Financial Interest Disclosure Summary. If you have to add information, select **Add** and enter the information. If <mark>you have no financial interest to declare</mark>, click the **Next** button.

<mark><u>Read and answer the renewal questions carefully</u></mark> and click the **Next** button.

Family Physician Training Program Voluntary Fee – Information

Please read the information and click Yes or No. If Yes, enter the amount to donate and click the **Next** button.

At the Attachments screen, **if you have any Conviction documentation or other information** to upload, click on the **Attach** button to add the documents.

If you have no attachments, click the **Next** button.

At the Application Summary – Please review the information and if it is correct, scroll down and click **Proceed to Payment.** If information needs changed, click the **Previous** button to back up and make corrections.

Attestation - Read and click **YES** and click **Proceed to Payment.** (Note: If you click NO you will not be able to proceed to payment.)

Fee and Summary Report
Click **Pay Now** to complete renewal or Click **Add to Cart** to pay later.

The next screen will ask which type of card you wish to use.
Select which card to use and click **Next.**

Confirm Payment Details Screen

Verify fees and card type, then Click **Next** to continue to payment screen.

Enter your Credit Card details, and then click **Process.**

Note: Expiration date is entered as MMYY (no slashes in between).

After you click Process, you will receive a **Successful Payment screen.**

You will have the option to print a PDF receipt for your records.

You can select Logoff at the Main Quick Start Menu, or close your browser window.

After Successful Payment, you should use the *Verify a License* option from www.breeze.ca.gov Web site to view your new expiration date.

Click on Search by License Number

Then use drop down boxes to select the Board option for **Medical Board of California** and License Type option for **Physician's and Surgeon's.**

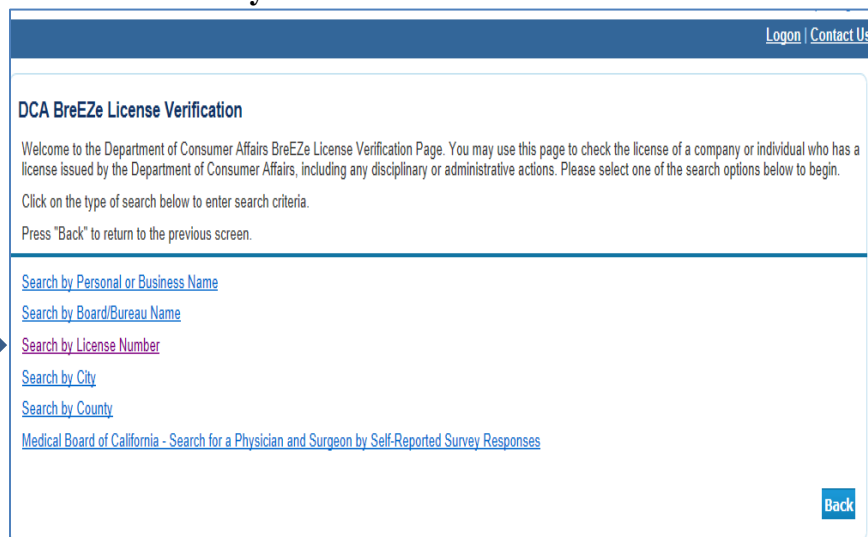**Enter only the numeric portion of your license number** and click **Search.**

The results screen will list all licenses with the same number. **Click** on the correct name listed to view the profile.

(**Note**: Some duplicative previous name results may be listed. This is an issue with the BreEZe system that will be resolved in the future.)

NOTE: If you do not see a new expiration date associated with your license, please call MBC Consumer Information Unit at 916-263-2382. A missed question on your renewal application could be holding up your renewal and this unit can assist you with correcting this problem.